

A06-0037 7/20/02

Application Form

Covercraft Industries, Inc.				
Name of facility*				
Name of parent company (if any)				
100 Enterprise Boulevard				
Street address				
Street address (continued)				
Pauls Valley, OK 73075				
City/State/Zip code				
City/State/Zip code				
Give us information about your contact person for the National Environmental Performance Track Program.				
Name Mr./Mrs./Ms./Dr. Sam Goody				
Title Quality and Environmental Management Representative				
Phone (405) 238-9651, ext. 263				
Fax (405) 238-9601				
E-mail sgoody@covercraft.com				
Facility/Company Website www.covercraft.com				

^{*} If you are applying for multiple facilities, you must call 1-888-339-PTRK(7875)

Expiration Date:

Why do we need this information?

EPA needs background information on your facility to evaluate your application.

What do you need to do?

- Provide background information on your facility.
- Identify your environmental requirements.



1	What	dο	VOL	dο	٥r	make	at	vour	facility	17

Design and manufacture of vehicle protection products and car accessories for the automobile industry.

- 2 List the North American Industrial Classification System (NAICS) codes that you use to classify business at your facility.
- 3 Does your company meet the Small Business Administration definition of a small business for your sector?
- 4 How many employees (full-time equivalents) currently work at your facility? If you checked "Yes" in question 3 and have fewer than 50 employees at your facility, then you are considered a "small facility" by the Performance Track Program.
- 5 Complete the Environmental Requirements Checklist on pages 32-38 of the instructions and enclose it with your application.

<u>2394</u>	<u>3714</u>	
⊠ Yes		□No

NAICS

☐ Fewer than 50
☐ 50-99
☐ 100-499
☐ 500-1,000
☐ More than 1,000

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Optional: Is there anything else you would like to tell us about your facility? Do you participate in other voluntary programs at the local, tribal, State, or Federal level?

Why do we need this information?

Facilities need to have an operating Environmental Management System (EMS) that meets certain requirements.

What do you need to do?

- Confirm that your EMS meets the Performance Track requirements.
- Tell us if you have completed a self-assessment or have had a third-party assessment of your EMS.



Read the EMS requirements on page 9-12 of instructions. Tell us if your EMS meets these requirements for:

1	Environmental policy —————	Yes	☐ No
2	Planning ————		□No
3	Implementing and operation	⊠ Yes	□No
4	Checking and corrective action ————————————————————————————————————	⊠ Yes	□No
5	Management review	⊠ Yes	□No
6	Have you done a comprehensive review of all activities conducted at your facility that could impact the environment? (i.e., have you done an aspect analysis?)	⊠ Yes	□No
7	Have you classified your aspects based on their potential harm to the environment, on community concerns, and/or on other objective factors? (i.e., have you determined your significant aspects?)	⊠ Yes	□No
8	When did you last update your aspect analysis? (mo/yr)	03/02	
9	Have you completed at least one EMS cycle (plan-do-check-act)?	⊠ Yes	□No
10	Did this cycle include both an EMS and a compliance audit?	⊠ Yes	□No
11	Have you completed an objective self-assessment or third- party assessment of your EMS?	⊠ Yes	□No
	If yes, what method of EMS assessment did you use?		

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06/30/03 If yes, what method of EMS assessment did you use?	Self-assessment	Third-party assessment
	☐ GEMI	
	☐ CEMP	☐ Other
	Other	

Why do we need this information?

Facilities need to show that they are committed to improving their environmental performance. This means that you can describe past achievements and will make future commitments.

What do you need to do?

Refer to the Environmental Performance Table in the instructions to answer questions 1 and 2.



Part 1 You must report past achievements for at least two environmental aspects, and you must choose these aspects from the Environmental Performance Table on pages 29-31 of the instructions. Please quantify each of your aspects using the units listed for that aspect in the Environmental PTrack Information Hotline at 1-888-339-PTRK.

Note to small facilities: If you are a small facility, you must report past achievements for only one environmental aspect.

First achievement

What aspect have you selected from the Table on page 29-31?	Energy Use	
What units are you using to quantify this aspect? (See Table, page 29-31.)	KwH	
	PAST	CURRENT
3 List the past annual quantity of the aspect (from two years ago) and the current annual quantity of the aspect (from the most recent year for which you have data).	1,753,200	1,355,000
4 What are the years for which you are reporting these quantities?	1999	2001
5 Estimate your past normalizing factor (Page 18 of the Instructions will help you calculate this.)	1.05	1.0
6 What is your normalizing factor based on (e.g., production, employment)?	Production	

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7 You reported an improvement in the quantity of the aspect in Question 3. How did you achieve this improvement?

- -Existing energy awareness.
- -Reduced air conditioning requirements due to cooler summer season.

Second achievement

What write are you using to quantify this	Waste		
What units are you using to quantify this aspect? (See Table, page 29-31.)	T Guillas		
	PAST	CURRENT	
3 List the past annual quantity of the aspect (from two years ago) and the current annual quantity of the aspect (from the most recent year for which you have data).	755,200 lbs.	518,000 lbs.	
4 What are the years for which you are reporting these quantities?	1999	2001	
5 Estimate your past normalizing factor (Page 18 of the Instructions will help you calculate this.)	1.05	1.0	
6 What is your normalizing factor based on (e.g., production, employment)?	Production		
7 You reported an improvement in the quantity of the aspect in Question 3. How did you achieve this improvement?	-Existing recycling efforts.		

Part 2 You must make future commitments for at least four environmental aspects, and you must choose these aspects from the Environmental Performance Table on pages 29-31 of the Instructions. The aspects you select for your future commitments should be related to the objectives and targets in your EMS. Where possible, they also should be identified as having a significant environmental impact in your EMS. No more than two of your aspects can be from the same environmental category. If you're not sure how your objectives and targets fit into our aspects or whether your aspects are significant, call the PTrack Information Hotline at 1-888-339-PTRK.

Once you have chosen your four environmental aspects, then fill in all the necessary information for these aspects in the tables on pages 7-10 of this form. Please quantify each of your aspects using the units listed for that aspect in the Environmental Performance Table. Each table that you must fill in corresponds to one of the environmental aspects you have chosen.

We will assume that your performance commitments are based on a constant production or employment level. If you would like to base your commitment on changing production or employment, please fill out optional questions 6a and 6b.

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Note to small facilities: If you are a small facility, you must report future commitments for only two environmental aspects.

Section C, continued

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First	CO	mm	itma	2ni

1	What aspect have you selected from the Table on pages 29-31?	Energy Usage		
2	What units are you using to quantify this aspect?	KwH		
<i>3a</i>	Is this aspect considered significant in your EMS?	⊠ Yes □ No		
<i>3b</i>	If no, please explain why you believe this aspect should be included as a performance commitment.			
		CURRENT	FUTURE	
4	List the current annual quantity of the aspect and the annual quantity you are committing to achieve by the end of the third year of your participation in Performance Track.	1,355,000	1,341,450	
5	What are the years for which you are reporting these quantities?	2001	2004	
6a	(Optional) What is your future normalizing factor. (Page 21 of the Instructions will help you calculate this.)	1.0	1.02	
6b	(Optional) What is your normalizing factor based on (e.g., production, employment)?	Production		
7	You committed to an improvement in the quantity of this aspect in Question 4. How do you plan to achieve this improvement?	-Replace electric motors that run constantly with "power on demand" typeEstablish energy awareness conservation program.		
8a	Are you subject to Federal, State, tribal, or local regulatory requirements for this aspect?	☐ Yes ☒ No		
8b	If yes, please list those requirements, including the quantitative limits and compliance deadlines that apply to you. Explain how your commitment exceeds requirements.			

Section	<i>C</i> ,	continued
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1	What aspect have you selected from the Table on pages 29-31?	Waste		
2	What units are you using to quantify this aspect?	Pounds		
<i>3a</i>	Is this aspect considered significant in your EMS?	⊠ Yes □ No		
<i>3b</i>	If no, please explain why you believe this aspect should be included as a performance commitment.			
		CURRENT	FUTURE	
4	List the current annual quantity of the aspect and the annual quantity you are committing to achieve by the end of the third year of your participation in Performance Track.	518,000 lbs.	512,820 lbs.	
5	What are the years for which you are reporting these quantities?	2001	2004	
6a	(Optional) What is your future normalizing factor. (Page 21 of the Instructions will help you calculate this.)	1.0	1.02	
6b	(Optional) What is your normalizing factor based on (e.g., production, employment)?	Production		
7	You committed to an improvement in the quantity of this aspect in Question 4. How do you plan to achieve this improvement?	Improve recycling efforts.		
8a	Are you subject to Federal, State, tribal, or local regulatory requirements for this aspect?	☐ Yes ☒ No		
8b	If yes, please list those requirements, including the quantitative limits and compliance deadlines that apply to you. Explain how your commitment exceeds requirements.			

Section C, continued

Expiration Date:

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1	What aspect have you selected from the Table on pages 29-31?	Product Performance	
2	What units are you using to quantify this aspect?	Pounds	
<i>3a</i>	Is this aspect considered significant in your EMS?	⊠ Yes □ No	
<i>3b</i>	If no, please explain why you believe this aspect should be included as a performance commitment.		
		CURRENT	FUTURE
4	List the current annual quantity of the aspect and the annual quantity you are committing to achieve by the end of the third year of your participation in Performance Track.	8,152 lbs.	7,889 lbs.
5	What are the years for which you are reporting these quantities?	2001	2004
6a	(Optional) What is your future normalizing factor. (Page 21 of the Instructions will help you calculate this.)	1.0	1.02
6b	(Optional) What is your normalizing factor based on (e.g., production, employment)?	Production	
	You committed to an improvement in the quantity of this aspect in Question 4. How do you plan to achieve this improvement?	-Evaluate existing quality criteria to d -Research available markets for recy	•
8a	Are you subject to Federal, State, tribal, or local regulatory requirements for this aspect?	☐ Yes ⊠ No	
8b	If yes, please list those requirements, including the quantitative limits and compliance deadlines that apply to you. Explain how your commitment exceeds requirements.		

Section C, continued

Expiration Date:

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⊢∩urth	comm	itment

1	What aspect have you selected from the Table on pages 29-31?	Other	
2	What units are you using to quantify this aspect?	Sensory - feedback	
<i>3a</i>	Is this aspect considered significant in your EMS?	☐ Yes ⊠ No	
<i>3b</i>	If no, please explain why you believe this aspect should be included as a performance commitment.	Raw material odors are non-toxic and in the working environment.	d non-hazardous but are unpleasant
		CURRENT	FUTURE
4	List the current annual quantity of the aspect and the annual quantity you are committing to achieve by the end of the third year of your participation in Performance Track.	Odor	Reduce or eliminate
5	What are the years for which you are reporting these quantities?	2001	2004
6a	(Optional) What is your future normalizing factor. (Page 21 of the Instructions will help you calculate this.)	1.0	1.02
6b	(Optional) What is your normalizing factor based on (e.g., production, employment)?	Production	
7	You committed to an improvement in the quantity of this aspect in Question 4. How do you plan to achieve this improvement?	Improve ventilation in the manufactur surveys to solicit feedback pertaining ventilation system	ing cycle. Conduct employee to obnoxious odors and adequacy of
8a	Are you subject to Federal, State, tribal, or local regulatory requirements for this aspect?	☐ Yes ☒ No	
8b	If yes, please list those requirements, including the quantitative limits and compliance deadlines that apply to you. Explain how your commitment exceeds requirements.		

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Why do we need this information?

Facilities need to demonstrate their commitment to public outreach and performance reporting. You should have appropriate mechanisms in place to identify community concerns, to communicate with the public, and to provide information on your environmental performance.

What do you need to do?

- Describe your approach to public outreach.
- List three references who are familiar with your facility.



Tell us about your public outreach and reporting.

1 How do you identify and respond to community concerns?

We have no direct community concerns at the present time. We have instituted and maintained our integrated ISO Quality/Environmental and OSHA Safety Management System in compliance with all third party audits for the ISO system and advice from our Environmental/OSHA consultant for the OSHA system, to cover statutory and regulatory requirements. Our EMS documentation, as per ISO 14001, is open to the public and plant tours are available to everyone.

We are active members of the Pauls Valley Chamber of Commerce and our local Rotary chapter.

2 How do you inform community members of important matters that affect them?

Environmental issues concerning the community will be posted on our website, www.covercraft.com.

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3 How will you make the Performance Track Annual Performance Report available to the public?

☐ Newspaper
Open Houses
☑ Other

Our report will be made available to local public authorities.

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4 Are there any ongoing citizen suits against your facility?	☐ Yes	⊠ No	
If yes, describe briefly in the right-hand column.			

5 List references below

	Organization	Name	Phone number
Representative of a Community/ Citizen Group	Pauls Valley Industrial Development Authority	Jack Grimmet, Jr., President	(405) 238-9321
State/tribal/local regulator	Oklahoma Department of Labor	Jason Young, Health Consultant	(405) 528-1500, x347
Other community/local reference (e.g., emergency management official or business associate)	Pauls Valley Chamber of Commerce	Chris Pool	(405) 238-6491

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On habalf of Covergraft Industries Inc	Section	E
On behalf of Covercraft Industries, Inc. [my facility],	Application and	
I certify that	Participation Statement.	

I have read and agree to the terms and conditions for Application and Participation in the National Environmental Performance Track, as specified in the *National Environmental Performance Track Program Guide* and in the *Application Instructions*:

- I have personally examined and am familiar with the information contained in this Application, including the Environmental Requirements Checklist. The information contained in this Application is, to the best of my knowledge and based on reasonable inquiry, true, accurate, and complete, and I have no reason to believe the facility would not meet all program requirements;
- My facility has an environmental management system (EMS), as defined in the Performance Track
 EMS requirements, including systems to maintain compliance with all applicable Federal, State,
 tribal, and local environmental requirements in place at the facility, and the EMS will be maintained
 for the duration of the facility's participation in the program;
- My facility has conducted an objective assessment of its compliance with all Federal, State, tribal, and local environmental requirements, and the facility has corrected all identified instances of potential or actual noncompliance;
- Based on the foregoing compliance assessment and subsequent corrective actions (if any were necessary), my facility is, to the best of my knowledge and based on reasonable inquiry, currently in compliance with applicable Federal, State, tribal, and local environmental requirements.

I agree that EPA's decision whether to accept participants into or remove them from the National Environmental Performance Track is wholly discretionary, and I waive any right that may exist under any law to challenge EPA's acceptance or removal decision.

I am the senior facility manager and fully authorized to execute this statement on behalf of the corporation or other legal entity whose facility is applying to this program.

Signature/Date	
Printed Name/Title	Mr./Mrs./Ms./Dr. Sam Goody
Phone Number/E-mail	(405) 238-9651, ext. 263/sgoody@covercraft.com
Facility Name	Covercraft Industries, Inc.
Facility Street Address	100 Enterprise Boulevard

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City/State/Zip Code Pauls Valley, OK 73075

Environmental Requirements Checklist

Use the Environmental Requirements Checklist to answer Question 5 in *Section A, Tell us about your facility*. This Checklist will help you identify the *major* Federal, State, tribal, and local environmental requirements that apply at your facility, but it is not an exhaustive list of all environmental requirements that may be applicable at your facility.

Fill in your facility information below and enclose the completed Checklist with your application.

Air Pollution Regulations

Check all that apply

\boxtimes	1.	National Emission Standards for Hazardous Air Pollutants (40 CFR 61)
	2.	Permits and Registration of Air Pollution Sources
\boxtimes	3.	General Emission Standards, Prohibitions, and Restrictions
	4.	Control of Incinerators
	5.	Process Industry Emission Standards
	6.	Control of Fuel Burning Equipment
	7.	Control of VOCs
	8.	Sampling, Testing, and Reporting
	9.	Visible Emissions Standards
	10.	Control of Fugitive Dust
	11.	Toxic Air Pollutants Control
	12.	Vehicle Emissions Inspections and Testing
Other	(you r	nust list these if applicable)
	13.	Federal, State, tribal, or local regulations not listed above.
	14.	ID Numbers (specify whether State or Federal).

Hazardous Waste Management Regulations

Check all that apply.				
П	1.	Identification and listing of hazardous waste (40 CFR 261)		
_		- Characteristic waste		
		- Listed waste		
	2.	Standards Applicable to Generators of Hazardous Waste (40 CFR 262)		
		- Manifesting		
		- Pre-transport requirements		
		- Record keeping/reporting		
	3.	Standards Applicable to Transporters of Hazardous Waste (40 CFR 263)		
		- Transfer facility requirements		
		- Manifest system and record-keeping		
		- Hazardous waste discharges		
	4.	Standards for Owners and Operators of TSD Facilities (40 CFR 264)		
		- General facility standards		
		- Preparedness and prevention		
		- Contingency plan and emergency procedures		
		- Manifest system, record-keeping, and reporting		
		- Groundwater protection		
		- Financial requirements		
		- Use and management of containers		
		- Tanks		
		- Waste piles		
		- Land treatment		
_		- Incinerators		
	5.	Interim Standards for TSD Owners and Operators (40 CFR 265)		
	6.	Interim Standards for Owners and Operators of New Hazardous Waste Land Disposal Facilities (40 CFR 267)		
	7.	Administered Permit Program (Part B) (40 CFR 270)		
Other (you must list these if applicable)				
	8.	Federal, State, tribal, or local regulations not listed above		
	9.	ID Numbers (specify whether State or Federal).		

Hazardous Materials Management

Chec	k all t	hat apply.		
	1.	Control of Pollution by Oil and other Hazardous Substances (33 CFR 153)		
	2.	Designation of Reportable Quantities and Notification of Hazardous Materials Spill (40 CFR 302)		
	3.	Hazardous Materials Transportation Regulations (49 CFR 172-173)		
\boxtimes	4.	Worker Right-to-Know Regulations (29 CFR 1910.1200)		
\boxtimes	5.	Community Right-to-Know Regulations (40 CFR 350-372)		
	6.	Underground Storage Tank Regulations (40 CFR 280-282)		
Other (you must list these if applicable)				
	7.	Federal, State, tribal, or local regulations not listed above.		
	8.	ID Numbers (specify whether State or Federal).		
Solid	Was	te Management		
Chec	k all t	hat apply.		
\boxtimes	1.	Criteria for Classification of Solid Waste Disposal Facilities and Practices (40 CFR 257)		
	2.	Permit Requirements for Solid Waste Disposal Facilities		
	3.	Installation of Systems of Refuse Disposal		
\boxtimes	4.	Solid Waste Storage and Removal Requirements		
	5.	Disposal Requirements for Special Wastes		
Other (you must list these if applicable)				
	6.	Federal, State, tribal, or local regulations not listed above.		
	7.	ID Numbers (specify whether State or Federal).		

Water Pollution Control Requirements

Chec	k all tha	at apply.
	1.	Oil Spill Prevention Control and Countermeasures (SPCC) (40 CFR 112)
	2.	Designation of Hazardous Substances (40 CFR 116)
	3.	Determination of Reportable Quantities for Hazardous Substances
		(40 CFR 117)
	4.	NPDES Permit Requirements (40 CFR 122)
	5.	Toxic Pollutant Effluent Standards (40 CFR 129)
	6.	General Pretreatment Regulations for Existing and New Sources
		(40 CFR 403)
		Name of POTW
		ID # of POTW
	7.	Organic Chemicals Manufacturing Point Source Effluent Guidelines and Standards (40 CFR 414)
	8.	Inorganic Chemicals Manufacturing Point Source Effluent Guidelines and Standards (40 CFR 415)
	9.	Plastics and Synthetics Point Source Effluent Guidelines and Standards (40 CFR 416)
	10.	Water Quality Standards
	11.	Effluent Limitations for Direct Dischargers
	12.	Permit Monitoring/Reporting Requirements
	13.	Classifications and Certifications of Operators and Superintendents of Industrial Wastewater Plants
	14.	Collection, Handling, and Processing of Sewage Sludge
	15.	Oil Discharge Containment, Control and Cleanup
	16.	Standards Applicable to Indirect Discharges (Pretreatment)
Other	(you n	nust list these if applicable)
	17.	Federal, State, tribal, or local regulations not listed above. No exposure certification (storm water runoff).
	18.	ID Numbers (specify whether State or Federal).

Drinking Water Regulations

Chec	k all th	hat apply.
Othor	1. 2. 3. 4. 5. 6.	Underground Injection and Control Regulations, Criteria and Standards (40 CFR 144, 146) National Primary Drinking Water Standards (40 CFR 141) Community Water Systems, Monitoring and Reporting Requirements (40 CFR 141) Permit Requirements for Appropriation/Use of Water from Surface or Subsurface Sources Underground Injection Control Requirements Monitoring, Reporting and Record keeping Requirements for Community Water Systems must list these if applicable)
	7.	Federal, State, tribal, or local regulations not listed above.
	8.	ID Numbers (specify whether State or Federal).
Toxic	Subs	stances
Chec	k all th	hat apply.
	1. 2. 3. 4. 5. 6.	Manufacture and Import of Chemicals, Record-keeping and Reporting Requirements (40 CFR 704) Import and Export of Chemicals (40 CFR 707) Chemical Substances Inventory Reporting Requirements (40 CFR 710) Chemical Information Rules (40 CFR 712) Health and Safety Data Reporting (40 CFR 716) Pre-Manufacture Notifications (40 CFR 720)
	7. 8.	PCB Distribution Use, Storage and Disposal (40 CFR 761) Regulations on Use of Fully Halogenated Chlorofluoroalkanes (40 CFR 762)
☐ Other	9. r (you	Storage and Disposal of Waste Material Containing TCDD (40 CFR 775) must list these if applicable)
	10.	Federal, State, tribal, or local regulations not listed above.
	11.	ID Numbers (specify whether State or Federal).

Pesticide Regulations

Check all that apply. 1. FIFRA Pesticide Use Classification (40 CFR 162) 2. Procedures Storage and Disposal of Pesticides and Containers (40 CFR 165) Certification of Pesticide Applications (40 CFR 171) 3. 4. Pesticide Licensing Requirements 5. Labeling of Pesticides 6. Pesticide Sales, Permits, Records, Application and Disposal Requirements 7. Disposal of Pesticide Containers 8. Restricted Use and Prohibited Pesticides Other (you must list these if applicable) \Box 9. Federal, State, tribal, or local regulations not listed above. ID Numbers (specify whether State or Federal). 10. **Environmental Clean-Up, Restoration, Corrective Action** Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA or Superfund). Please identify and include date of Record of Decision. П 2. RCRA Corrective Action. Please provide date of RCRA/HSWA permits that require corrective action. 3. Other Federal, State, tribal, or local environmental clean-up, restoration, corrective action regulations not listed above. Please include date of requirement. **Facility Name** Covercraft Industries, Inc. **Facility Location:** 100 Enterprise Boulevard

Pauls Valley, OK 73075

The National Environmental Performance Track is a U.S. Environmental Protection Agency program. Please direct inquiries to 1-888-339-PTRK (7875) or e-mail ptrack@indecon.com.

To submit your application:

1) E-mail the completed application to ptrack@indecon.com,

and

2) Fax the completed an signed Section E (**not** the entire application) to (617) 354-0463.

If you cannot e-mail the application, mail a hard copy of the entire completed application to:

The Performance Track Information Center c/o Industrial Economics Incorporated 2067 Massachusetts Avenue Cambridge, MA 02140